
Third Party Pre-Tax Parking Reimbursement Program



Learning Objectives

- General Program Information and Eligibility
- Enrollment, Changes, and Cancellations
- Retroactivity, Leave of Absence and Refund Requests
- Claims Process
- Replacement Checks
- Forfeiture of Funds

General Program Information

- This program is for employees who don't have access to state controlled/owned parking spaces or a department-sponsored parking program.
- This program allows the employee to have the amount of their estimated monthly work-related parking expenses deducted from their monthly pay warrant on a pre-tax basis (deduction code 361-001).
- The maximum monthly deduction for 2021 is \$270, the minimum deduction is \$1.

Eligibility Criteria

- Active state employees designated Rank and file; Managerial, Supervisory, Confidential, Excluded; Constitutional Officers; Judicial Council employees; Supreme, Appellate, and Superior Court Judges

Enrollment, Changes, and Cancellations

- Employee must complete and submit the Reimbursable Account Enrollment Form (CalHR 682) to their personnel office if they wish to enroll, change their monthly deduction amount, or cancel from the program.
- SCO must receive the CalHR 682 by the 10th of the month in order for the transaction to take place in the current pay period.

Enrollment, Changes, and Cancellations, 2

- Enrollment begins the first of the month after the first payroll deduction is taken.

Example: if the first deduction is taken from the May pay period (June 1 pay warrant), the employee's enrollment begins June 1. Parking expenses incurred on or after June 1, may be claimed for reimbursement.

- The deduction will continue until the employee requests a change or cancellation.

Enrollment, Changes, and Cancellations, 3

- Employee must cancel from the program if they enroll in a state/department-sponsored parking lot/program.
- An employee with multiple pre-tax parking deductions taken from their pay warrant may face forfeiture of the unclaimed Third Party Pre-Tax Parking Reimbursement Account payroll deduction(s).

Retroactivity

- The IRS and state do not allow for retroactive transactions (enrollments, changes to deduction amount, and cancellations). A CalHR 682 not processed by SCO in the pay period requested becomes effective in the next pay period.
- **ASI and CalHR do not process the CalHR 682.** Transactions must be processed by the employee's personnel office and SCO.

Leave of Absence

- For Leave of Absence (LOA), the deduction will continue if there is sufficient funds in the employee's monthly pay warrant. If an employee is on Industrial Disability Leave (IDL) and receiving non-taxable income, the deduction ceases.

Refund Requests

- Automatic refunds are not allowed. CalHR reviews refund requests on a case-by-case basis. Some examples of approved refunds: disability, death, department-caused delay in processing cancellation.
- If an employee has cancelled out of the program and believes they are entitled to a refund, they must submit a request to their personnel office.

Refund Requests, 2

- After confirmation that SCO has cancelled the deduction (code 361-001), the personnel office must submit a formal request, on letterhead, with the following information to CalHR:
 - Employee's full name
 - Employee's SSN (last 4 numbers only)
 - Pay period(s) involved
 - Amount per pay period
 - Total amount of refund request
 - Detailed reason for refund request
 - Copy of CalHR 682 cancellation form submitted to SCO

Claims Process

- Employee pays for work-related parking expenses and receives a receipt.
- Employee completes the CalHR 681 claim form and submits it with their parking receipt(s) to ASI (the third party administrator) at the address listed on the CalHR 681.
- Approved claims/receipts submitted to ASI by the 15th of the month will be processed and reimbursement will issue at the end of the month.

Replacement Checks – Lost or Stolen

- Process
 - Employee must submit the following information:
 - Warrant number
 - Issue date
 - Warrant amount
 - Current home or mailing address
 - Employees may contact ASI if they do not have this information

Replacement Checks – Lost or Stolen, 2

- Employee emails request for a replacement check along with required information to Pre-TaxParking@calhr.ca.gov
 - CalHR completes a portion of the form and emails the form to the employee to complete and sign the form
- Employee mails completed form to SCO for processing
 - SCO processing takes approximately 14 days

Forfeiture of Funds

- Employee has one year from the date of their last activity (payroll deduction or submission of a claim) to file a claim with valid receipts for reimbursement of qualified work-related parking expenses incurred prior to their cancellation from the program or separation from the state.

Claims submitted after the time frames specified above will result in the forfeit of any remaining balance in their account.

CalHR Website Information

- www.calhr.ca.gov
 - Click “State Employees” tab
 - Scroll down to the “Benefits” section
 - Click on “Pre-Tax Parking Program”

Contact Information

- CalHR:
Pre-TaxParking@calhr.ca.gov
- Third Party Administrator:
ASI (800) 659-3035